



TASK ORDER
GST0212CJ0011

ALLIANT CONTRACT
GS00Q09BGD0019

TASK ID
02FM21110515

Conformed Task Order Award Document
For
Systems Engineering and Technical Assistance (SETA) Services

Issued For:
Department of Army (DA)
Project Manager (PM) Warfighter Information Network-Tactical (WIN-T)
Aberdeen Proving Ground (APG), MD 21005

December 20, 2011

TABLE OF CONTENTS

1. GENERAL	4
2. APPLICABLE DOCUMENTS	11
3. REQUIREMENTS (PERFORMANCE WORK STATEMENT)	12
4. DELIVERABLES AND REPORTS	18
5. INSPECTION AND ACCEPTANCE	18
6. GOVERNMENT FURNISHED ITEMS	19
7. CONTRACTOR FURNISHED MATERIALS	19
8. CONTRACTOR MANPOWER REPORTING APPLICATION	19
9. ORGANIZATIONAL CONFLICT OF INTEREST	20
10. CONTRACTOR PERSONNEL	20
11. RECORDS/DATA	21
12. TASK ORDER ADMINISTRATION INFORMATION	22
13. QUALITY ASSURANCE SURVEILLANCE PLAN MATRIX	26
14. OFFER ELEMENTS, SUBMISSION AND EVALUATION	27
15. APPLICABLE PROVISIONS AND CLAUSES	34
16. ATTACHMENTS	35

NOTES TO OFFERORS:

1. The Contracting Officer (KO) intends to award a Time and Materials (T&M) task order for a contractor to provide the Department of Army's PM WIN-T, located at APG, MD, with Systems Engineering and Technical Assistance (SETA) services for a one-year base period and two (2) one-year option periods. This task order will be awarded and overseen by the KO, Contracting Officer's Representative COR(s), Army PM(s) and GSA PM. The KO has determined that the most appropriate award type is a T&M task order against the Alliant GWAC vehicle. The Contracting Officer will procure the requirements utilizing FAR Subpart 16.5 procedures; therefore, FAR Subpart 15.3 will not apply to this acquisition. In addition, the KO reserves the right to make an award without discussions.
2. The due date for offers in response to the solicitation is: January 19, 2012
3. Offerors will be given the opportunity to clarify minor irregularities or apparent clerical mistakes in their offers; however, the government reserves the right to make its award decision based solely on initial written offers without conducting any discussions. Offerors are encouraged to submit their best offers and include their best terms and conditions in their initial offer and not to automatically assume that they will have an opportunity to participate in discussions, be asked clarifying questions or be asked to submit a revised offer. The government intends to award a task order, subject to the availability of funds, without discussions with offerors; however, the government reserves the right to conduct discussions if the KO later determines them to be necessary.

1.0 GENERAL

1.1 INTRODUCTION

Project Manager Warfighter Information Network-Tactical (PM WIN-T) provides the communications network and services that allows the Warfighter to send and receive information in order to execute the mission. Information is the element of combat power that allows Commanders to magnify the effects of maneuver, firepower, and protection. WIN-T is the transformational Command and Control system that manages tactical information transport at theatre through company echelons in support of full spectrum Army operations.

The WIN-T Network is currently being fielded incrementally to the Army. WIN-T Increment 1 provides networking capabilities "At-The-Halt" down to the Battalion level and has been fielded to about sixty percent of the Army Units. WIN-T Increment 2 builds on Increment 1 capabilities and provides initial networking "On-The-Move" down to the Company level only for select Maneuver Brigades. WIN-T Increment 3 will provide full networking "On-The-Move" down to the Company level for Maneuver, Fires and Aviation Brigades, and will fully support the Brigade Combat Team (BCT) Modernization program. WIN-T Increment 4 will provide protected Satellite Communications "On-The-Move" capability against jamming, detection and intercept.

WIN-T is designated as an ACAT ID program which is subject to the management, review and approval processes of DoDI 5000.02. WIN-T is chartered with the life cycle acquisition management and support responsibility for all of the systems and products it is assigned. A critical attribute of the service provider for this effort is in depth knowledge and experience implementing the requirements of DoDI 5000.02. This is essential to the timing, program milestone approvals and success of its programs and the overall mission of WIN-T.

1.2 OBJECTIVES

The government requires Systems Engineering and Technical Assistance (SETA) non-personal services. These services are not readily available within the Project Management Office or supporting Communications-Electronics Command (CECOM) matrix activities and other US Government offices. The efforts described in the PWS comprise a broad range of efforts including: systems engineering, testing analysis, integration, exercise and demonstration planning, reporting, planning, operational, analytical, technical support, logistics, training, fielding, and contract/program management. This support includes assisting WIN-T, its Product Managers (PDMs), project teams and WIN-T divisions, and support the following programs and projects during all phases of the system's/equipment acquisition life cycle:

- Warfighter Information Network-Tactical (WIN-T) support the Systems (Increments 1, 2, 3 & 4),
- Advanced Extremely High Frequency (EHF) Satellite System,
- Secure Mobile Anti-Jam Reliable Tactical Terminal (SMART-T),
- Single Channel Anti-Jam Man-portable (SCAMP),
- Global Broadcast System (GBS),

- Secure Enroute Communications Package – Improved (SECOMP-I),
- Lightweight High-Gain X-Band Antenna (LHGXA),
- Lightweight Multi-Band Satellite Terminal (LMST),
- Phoenix, Commercial Satellite Systems,
- Joint Network Management System (JNMS),
- Integrated Systems Control Version 4 (ISYSCON (V)4),
- Tactical Internet Management System (TIMS),
- Army Common User System (ACUS) products, and Tactical Service Management (TSM) mission area for training and engineering services and support requirements,
- Foreign Military Sales (FMS),
- Command Post Systems & Integration (CPS&I)
- Other system engineering and technical assistance projects as assigned within WIN-T

1.3 CONTRACT TYPE

The KO intends to award a Time and Materials (T&M) task order.

1.4 PERIOD OF PERFORMANCE

The period of performance is a one-year base period and two (2) one-year option periods.

1.5 PLACE OF PERFORMANCE

The primary places of performance are Aberdeen Proving Ground (APG), Maryland and the contractor's site. Performance may also be required at Continental United States (CONUS) and Outside the Continental United States (OCONUS) government and non-government sites. Below is a list of historical places of performance:

Fort Campbell, KY
 Fort Hood, TX
 Fort Dix, NJ
 Fort Gordon, GA
 Fort Stewart, GA
 Fort Knox, KY
 Fort Drum, NY
 Ft. Huachuca, AZ
 Redstone Arsenal, Huntsville, AL
 CECOM LCMC operational locations, including Tobyhanna Army Depot (TYAD)
 Fort Polk, LA
 Fort Carson, CO
 Fort Bragg, NC
 Fort Lewis, WA
 Schofield Barracks, HI
 Fort Richardson/Wainwright, AK
 South Korea

Germany
Italy
Taiwan
Kuwait
Iraq
Afghanistan

The contractor shall follow the following procedures for deployment to these countries as identified in this PWS and as provided by the Government.

1.5.1 GERMANY

This PWS requires the utilization of Technical Expert (TE) personnel and Troop Care (TC). In accordance with AR 715-9, DoD will obtain approval by applicable OCONUS authorities for accreditation of employees to fill contract Technical Expert Status Accreditation TESA or TC positions. The contractor will ensure all contract personnel have their TESA applications and resumes approved by the DoD Contractor Personnel Office (DOCPER) through the WIN-T Program Office before deploying. Accredited Technical Experts will be authorized to use US Government facilities in accordance with SOFA policies. Authorized logistics support items include: commissary, to include rationed items; AFFES (Military Exchange) to include rationed items and purchase of POL; military postal service; children are authorized to attend DoD overseas schools; local US Government transportation for official government business (non-tactical); emergency medical/dental services; local MWR services; Class VI, to include rationed items; military banking facilities; customs exception; mortuary service; legal assistance; credit unions; and NATO Status of Forces Agreement Letter and/or Stamp. The Contractor shall promptly notify the COR if a TESA employee, once accredited, is no longer performing duties requiring accreditation. Short term TDY may be performed in accordance with AR 715-9.

1.5.2 ITALY

Accredited Technical Representatives will be authorized to use US Government facilities in accordance with SOFA policies. Authorized logistics support items include: commissary, to include rationed items; AFFES (Military Exchange) to include rationed items and purchase of POL military postal service; children are authorized to attend DoD overseas schools; local US Government transportation for official government business (non-tactical); emergency medical/dental services; local MWR services; Class VI, to include rationed items; military banking facilities; customs exception; mortuary service; legal assistance if necessary; credit unions; and NATO Status of Forces Agreement Letter and/or Stamp, if such items are available and each installation commander has the discretion to approve or deny access to any/all items. TDY for less than ninety (90) days in one calendar year can be performed with the authorization of the COR and/or Contracting Officer.

1.5.3 SOUTH KOREA

The contractor shall follow the procedures specified in Attachment A (Incoming Invited Contractor Procedure) when entering South Korea for work assigned under this task order.

1.6 TRAVEL

Travel costs shall be invoiced and paid in accordance with FAR Subsection 31.205-46.

The estimated not to exceed ceiling on travel for each period of performance is set forth in the applicable Contract Line Item Numbers: CLIN 0002-2002.

The contractors shall not be reimbursed for local travel. Local travel is defined as: (1) travel within a fifty (50) mile radius of the job site, (2) fifty (50) miles from the employee's residence, (3) travel to and from the employee's residence and the job site and (4) travel between the contractor's offices and travel between contractor's office and the work site.

Travel shall be scheduled to occur during normal work hours, Monday-Friday.

For travel reimbursement, the contractor shall submit a travel expense report to the COR for audit. Upon approval of the allowed travel expenses, the contractor may include the approved travel costs on the next invoice. The expense report for travel expense shall identify all expenses for each traveler for each trip. The expense report must include the following:

- Per diem
- Lodging
- Rental cars
- Gas
- Transportation
- Other
- Copies of written travel authorization

1.7 PRIVACY ACT

Work on this task order may require that personnel have access to privacy information. The contractor shall comply with FAR 52.224-1 Privacy Act Notification (APR 1984) and 52.224-2 Privacy Act (APR 1984), DoDD 5400.11 and DoD 5400.11 –R.

1.8 PERSONAL SERVICES

The government is soliciting for and will award a task order for non-personal services. The resultant task order shall not contain any personal services in accordance with Federal Acquisition Regulation (FAR) Section 37.104.

1.9 SECTION 508 COMPLIANCE

The contractor shall support the government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), requires that when federal agencies develop, procure, maintain, or use electronic information technology, federal employees with disabilities have access to and use of information and data that is comparable to the access and use by federal employees who do not have disabilities, unless an undue burden would be imposed on the Agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the Agency. Applicable standards are 1194.21-1194.26. For additional information pertaining to Section 508, visit the following websites:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

The offeror shall indicate in its quote where full details of compliance to the identified standards can be found, such as its website.

1.10 SECURITY

The security requirements for this task are per attached DD-254 (Attachment B). Work for this effort may require access to and generation of classified documents up to the TOP SECRET/SCI level. All members proposed to work on this task must have an appropriate level security clearance commensurate with level of security involved with the specific work elements of their assigned subtask(s).

For activities at the TOP SECRET/SCI level, only those individuals possessing a TOP SECRET with SCI Level access and authorized by the approved government CONTRACT MONITOR, or his properly cleared and designated alternate identified in this contract, are allowed to perform subtasks at the TOP SECRET/SCI level. The requirements associated with TOP SECRET/SCI level effort are directly related to access of information at a Special Compartmented Information Facility (SCIF) for persons who will be involved in the test planning/operation, data collection and development of test reports for systems tested within the confines of the SCIF.

The contractor will be required to have a TOP SECRET facility clearance with SECRET safeguarding. The contractor will require access to Communication Security (COMSEC) Information; Sensitive Compartmented Information (SCI); Non-SCI Intelligence Information; and For Official Use Only (FOUO) Information. The contractor will also require access to SIPRNET systems. DD FORM 254, Contract Security Classification Specification is applicable and will be issued.

To perform requirements set forth herein, the contractor will require access to:

- Communications Security (COMSEC) Information;
- NATO Information;
- For Official Use Only (FOUO) Information;
- Security Classification Guides for:
 - Advanced Extremely High Frequency (AEHF) Security Classification Guide dated 2 Jun 2003, FOUO;
 - MILSTAR System Protection Plan, Rev 1, dated 15 Oct 1998;
 - SECRET Transformation Communication Architecture (TCA), dated 6 Jan 2004;
 - SECRET/NF Warfighter Information Network - Tactical (WIN-T) SCG, dated 31 May 2002;
 - System Protection Guide and Annexes for Threshold Global Broadcast Service (GBS) System Development dated 19 Jul 2000;
 - Wideband Gapfiller Satellite Space Segment System Protection Guide, dated 18 Feb 2000;
 - FOUO Wideband Gapfiller Satellite System Protection Guide, dated 26 Apr 02;
 - Executive Order (EO) 12958 dated 17 April 1995, amended 25 Mar 2003;

Administrative duties performed by the contractor will not require a clearance but may require an investigation for Information Technology (IT) sensitive duties.

1.10.1 HOMELAND SECURITY PRESIDENTIAL DIRECTIVE 12 (HSPD-12)

Homeland Security Presidential Directive 12 (HSPD-12) was issued to implement the policy of the United States to enhance security, increase US Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, US Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). Under this directive, the heads of executive departments and agencies are required to implement programs to ensure that identification issued by their departments and agencies to Federal employees and contractors meets the Standard. This policy can be found at the following website:

<http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html>

In performance of services under this task order, the contractor shall insure all its personnel who require physical access to federally controlled facilities and access to federally controlled information systems have been issued identification in compliance with HSPD-12 policy. In their quotes, offerors shall confirm their compliance with HSPD-12 policy and affirm their employees working on the task order will be cleared for access by the requesting activity's responsible Security/Identification office. The Security/Identification point of contact for the requesting activity that is responsible for implementing its HSPD-12 compliant policy is the COR.

1.10.2 PASS AND IDENTIFICATION ITEMS

The contractor shall ensure it obtains pass and identification items required for task order performance for employees and non-government owned vehicles.

1.10.3 RETREIVING IDENTIFICATION MEDIA

The contractor shall retrieve all identification media, including vehicle decals from employees who depart for any reason before the task order expires.

1.10.4 PHYSICAL SECURITY

Areas controlled by contractor employees shall comply with base Operations Plans/Instructions for Force Protection Condition (FPCON) procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property and equipment, including controlled forms, provided for contractor use. At the close of each work period, government furnished equipment, ground vehicles, facilities, support equipment, and other valuable materials shall be secured.

1.10.5 CONTRACTOR IDENTIFICATION

The contractor shall ensure its personnel wear ID badges at all times. The badge shall be easily readable and include employee's name, functional area of assignment, security clearance if applicable, company name, and color photograph. The COR shall approve the ID badge template before contractor employees are allowed access to government facilities. Contractor personnel shall wear the ID badge at all times when performing work under this task order. Unless otherwise specified in the task order, each contractor employee shall wear the ID badge in a conspicuous place on the front of exterior clothing and above the waist except when safety or health reasons prohibit such placement. Contractor personnel shall identify themselves as contractor employees when answering government telephones. When contractor personnel send e-mail messages to government personnel while performing on this task order, the contractor's e-mail address shall include the company name together with the person's name. When it is necessary for contractor personnel to have a user address on a government computer, the government shall ensure that person's e-mail address includes the name of its company.

1.11 CONTRACTOR EMPLOYEE GUIDELINES

The contractor shall not employ or continue to employee persons on the task order if such employees are identified to the contractor by the COR as a potential threat to the health, safety, security, general well being, or operational mission of the installation and its population.

1.12 POINTS OF CONTACT

1.12.1 CONTRACTING OFFICER

U.S. General Services Administration
Federal Acquisition Service/Assisted Acquisition Services
26 Federal Plaza, Room 20-100
New York City, NY 10278

1.12.2 CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The following person has been designated the COR by the Contracting Officer

Project Manager Warfighter Information Network – Tactical (PM WIN-T)
Building 6010, Room 321
Aberdeen Proving Ground (APG), MD 21005

2.0 APPLICABLE DOCUMENTS

The following documents are applicable as cited within this RFQ. In the event of a conflict between these referenced documents and this RFQ, the documents shall prevail. Nothing in this RFQ is meant to supersede or conflict with federal law, statutes or rules and regulations.

2.1 DEPARTMENT OF DEFENSE INSTRUCTIONS (DODI)/DEPARTMENT OF DEFENSE DIRECTIVES (DODD)

DoDI 5000.02	OPERATION OF THE DEFENSE ACQUISITION SYSTEM
DoDI 7045.7-H	IMPLEMENTATION OF THE PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS)

The documents listed above are available at:

<http://www.dtic.mil/whs/directives/corres/ins1.html>

DoDD 5400.11	DOD PRIVACY PROGRAM
DoDD 5400.11-R	DEPARTMENT OF DEFENSE PRIVACY PROGRAM
DoDD 7045.14	PLANNING, PROGRAMMING, AND BUDGETING SYSTEM (PPBS)

The documents listed above are available at:

<http://www.dtic.mil/whs/directives/corres/dir.html>

2.2 ARMY REGULATIONS (AR)

AR 700-142 Type Classification, Materiel Release, Fielding, and Transfer (This document is available at:
http://www.apd.army.mil/jw2/xmldemo/r700_142/cover.asp)
AR 715-9 Contractors Accompanying the Force (This document is available at: http://www.apd.army.mil/pdf/r715_9.pdf)

2.3 U.S. ARMY TRAINING AND DOCTRINE COMMAND (TRADOC) REGULATION

350-70 Systems Approach to Training Management, Processes, and Products (This document is available at:
<http://www.tradoc.army.mil/tpubs/regs/r350-70/index.html>)

2.4 FEDERAL ACQUISITION REGULATIONS (FAR)

www.acquisition.gov

2.5 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM)

www.acquisition.gov

3.0 REQUIREMENTS (PERFORMANCE WORK STATEMENT)

The tasks and efforts described herein require the contractor to provide systems engineering and related assistance in support of programs managed and supported by WIN-T. The following tasks shall be performed by the contractor.

3.1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

Services required under this functional area include the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, and the objectives and approaches to their achievement. The contractor shall provide support to WIN-T's strategic planning for technology programs and activities. These services will support the Technical Management Division (TMD) within WIN-T and include those technologies and projects falling within the WIN-T's mission.

3.2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS

Services required under this functional area include abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. The contractor shall provide support for concept development and requirements analysis of new capabilities and projects which impact the WIN-T mission.

3.3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION

Services required under this functional area include the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, trace ability, and then integrating the various components to produce a working prototype or model of the system.

The contractor shall provide system engineering process support to include: Requirements Analysis, Functional Analysis and Allocation, Design Synthesis, Verification and provide System Engineering Process Outputs as requested by the Government. The contractor shall provide engineering support, to include electrical and mechanical engineering, to analyze system concepts, system design and interoperability, and provide recommendations for WIN-T programs assigned. The contractor shall provide systems engineering support related to the network integration, hardware, software, integration and capabilities of WIN-T's systems and assist in developing solutions to systems engineering challenges based on technology insertion and new product integration. This support shall be applicable to all aspects of military tactical communications, to include radio frequency, antennas, and radio design. The contractor shall review and analyze development, production, and system support proposals as well as participate in program reviews and make independent evaluations of technical performance and progress. The contractor shall prepare contract technical documents, specifications and statements of work for developmental projects, and make trade-off/best technical approach analyses. The contractor shall perform: requirements analysis, functional analysis and allocation, design synthesis, verification and provide system engineering outputs as requested by the government.

3.3.1 TECHNOLOGY INSERTION/SYSTEMS INTEGRATION

The contractor shall review designs and documents to support the integration of new equipment technologies into all WIN-T Systems. Potential changes include armoring, enhancement of radio frequency capabilities, extension of interoperability with the satellite segment and enhancements with respect to interoperability with the global information grid and other emerging networking capabilities. The contractor shall apply a systems engineering approach to ensure that mission objectives and system criteria requirements are fulfilled. Emphasis shall be on the demonstration of clear and definable improvements in the performance, logistics supportability, reliability and maintainability of the item. The contractor shall assist in the evaluation of prototype equipment and modifications to assess replacement suitability.

The contractor shall conduct technical assessments and trades as part of the system development to ensure the modular and open system architecture can support future technology insertion. Specific areas of analysis include extension of the proposed various WIN-T system's architecture to include high capacity line of sight capabilities, and the porting of future Joint Service waveforms.

3.3.2 ENGINEERING AND TECHNICAL DOCUMENTATION SUPPORT

The contractor shall prepare, review and update engineering and technical documentation, as

provided, to support timely and effective acquisition of all WIN-T programs. The contractor shall attend meetings and conferences to facilitate maintaining the currency of technical documentation. Tasking shall be provided to identify the meeting location, security requirements, and method of documentation.

3.3.3 SOFTWARE/HARDWARE ENGINEERING

The contractor shall review and analyze the technical necessity, accuracy, and completeness of proposed engineering changes to system and software baselines for the purpose of ensuring continued satisfaction of system performance and interoperability requirements. For each proposed change, the contractor shall determine if the impact of the proposed change on all other aspects of the program has been adequately analyzed and satisfactorily incorporated into the overall implementation plan. If required, the contractor shall conduct trade-off studies to identify the most advantageous technical approach to resolve specific engineering change issues.

3.3.4 PREPARATION OF INDEPENDENT ASSESSMENTS

The contractor shall provide independent evaluation of the performance of any WIN-T system as assigned. The contractor shall be familiar with each program and provide the Program Office with detailed assessments. The contractor shall be required to assist in the technical analysis of program goals and objectives, requirements analysis, organizational performance assessment, special studies and assist preparing reports providing conclusions and recommendations. The contractor shall collect and analyze data related to the specific area and prepare a detailed report which identifies the problem, documents the problems potential impact on the programs and provides recommended alternatives or solutions.

3.3.5 SYSTEMS ENGINEERING SOLUTIONS

The contractor shall provide engineering support, to include electrical and mechanical engineering, to analyze system concepts, system design and interoperability, and provide recommendations for WIN-T programs assigned. The contractor shall provide systems engineering expertise related to the hardware, software, integration and capabilities of WIN-T systems and assist in developing solutions to systems engineering challenges based on technology insertion and new product integration. This expertise shall be applicable to all aspects of military tactical communications, to include radio frequency, antennas, and radio design. The contractor shall review and analyze development, production, and system support proposals as well as participate in program reviews and make independent evaluations of technical performance and progress. The contractor shall prepare contract technical documents, specifications and statements of work for developmental projects, and make trade-off/best technical approach analyses.

The contractor shall review and analyze system, subsystem, software, and interface designs for the purpose of ensuring that required performance characteristics and the retention of interoperability with existing and planned elements are attained in the most efficient manner. If required, the contractor shall conduct trade-off studies to identify the most advantageous technical approach to resolve specific design issues, and if directed by the government, develop prototype solutions. If

required, the contractor shall participate in source selection actions and prepare technical specifications and other acquisition documentation suitable for use by the government in acquiring WIN-T elements.

3.3.6 VALUE ENGINEERING

The contractor shall review equipment and systems in development and production programs and propose Value Engineering Proposals (VEPs) when applicable. An analysis shall be conducted to assess overall Army life cycle costs of various designs. Contractor personnel shall evaluate the original equipment manufacturer's value engineering change proposal VECs as well as value engineering methods for adequacy and contract compliance.

3.4 TEST, EVALUATION AND QUALITY ENGINEERING

Services required under this functional area include the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design.

The contractor shall provide Test and Evaluation (T&E) support in all phases of the life cycle, to include review of test plans and procedures for accuracy and adequacy; design tests to include planning test resource requirements; witness tests and provide technical support; prepare coordinated test plans in accordance with appropriate Army regulations; and analyze/evaluate test results and prepare independent evaluations of systems performance. The contractor shall develop/contribute to C4ISR guidelines/plans/policies, analyses and reviews that require expertise in the areas of TEMP Preparation/Review, Test/Evaluation Report Review, Test Readiness Reviews (TRRs) and T&E Working Integrated Product Teams (WIPTs).

The contractor shall review and analyze system test programs. In the course of conducting these actions, the contractor shall review test plans, test procedures, and test reports for the purpose of ensuring that the test actions to be conducted are adequate to evaluate adherence to established requirements. The contractor shall identify areas of considerable technical risk and recommend the independent test actions necessary to minimize the identified risk. The contractor shall participate in, witness, and/or conduct test activities as required. For each action in which the contractor conducts test activities, the contractor shall prepare test plans and procedures and submit them for approval prior to conducting any test activities.

The contractor shall provide technical support related to reliability, maintainability, operational availability and human factors engineering for all WIN-T products. The contractor shall analyze and review technical proposals, contractor's quality programs and inspection plans, first article test, environmental, production, in-process and acceptance test plans, procedures and reports. The contractor shall review and prepare assessments of development and operational test plans and reports and conduct various studies involving failure analysis reports, equipment performance reports, quality deficiency reports, Engineering Change Proposals (ECP's) and deviation/waiver requests. The contractor's applicable personnel shall attend Quality Program Reviews, Project Control Boards, and Government/Contractor conferences, as necessary, to provide independent review and assessment of the discussions involving EMI/EMC, TEMPEST,

and RAM.

3.5 INTEGRATED LOGISTICS SUPPORT

Services required under this functional area include the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles.

The contractor shall provide logistics support services to include:

- Training: New Equipment Training, Professional Development Training, Training Simulation
- Total Package Fielding
- Integrated Logistics Support
- Logistics Documentation
- Supply Support
- Provisioning Support: Prepare and review provisioning data, support provisioning processes by participation in provisioning meetings and conferences
- Technical Field Service: Investigating, defining, assessing, and correcting equipment/system technical and/or operational problems experienced at test or field operational sites
- Security Assistance Management (SAM)/Foreign Military Sales (FMS)
- Vehicle Maintenance
- Logistics Information Systems

3.6 ACQUISITION AND LIFE CYCLE MANAGEMENT

Services required under this functional area include all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc.).

3.6.1 ACQUISITION ENGINEERING SUPPORT

The contractor shall prepare, review and update program documentation in support of milestone decisions/reviews. The contractor shall review and prepare acquisition documents in support of milestone reviews and contract management in support of the acquisition process. The contractor shall be knowledgeable in all facets of DoDI 5000.02 acquisition and engineering processes/documentation. The contract shall prepare acquisition documentation as requested by the government. The contractor shall advise the government in regard to contract management to include the preparation of draft contract letters, assisting in the technical review of proposals and establishment of technical positions in negotiations, continuous/comprehensive assessment of potential issues of on-going contractual activities, assessment of potential impacts of contract changes and other contract managerial activities.

3.6.2 PROGRAM & BUDGET DOCUMENTATION

The contractor shall provide engineering services in support of preparing and reviewing program and budget documentation , to include the preparation of program milestones with estimated cost and manpower requirements, justification for costs and manpower, justification for delays in program spending, modifications to program and budget submittals based on delays, and back-up data/charts. The contractor shall be prepared to support budget processes/budget reviews as required for all WIN-T programs.

3.6.3 PROGRAM/BUDGET SCHEDULING AND PLANNING

The contractor shall provide program/budget scheduling and planning services that involves formulating both broad and specific guidelines for planning program elements and sub-elements. The contractor shall prepare recommendations for program objectives, operating schedules, resource requirements, and overall program plans. The contractor shall participate in engineering, program/budget reviews with all levels of the Department of Defense. The contractor shall prepare, analyze and update budgetary documentation in support of all WIN-T programs. The contractor shall review the current documents together with other pertinent documents and revise or update the documentation to reflect the current program status, which support the execution process. Access to Five Year Defense Plan (FYDP) and Planning, Programming, & Budgeting System (PPBS) is required and the necessary approvals in accordance with DODD 7045.7-H and 7045.14 will be obtained by the COR and kept on file.

3.6.4 EARNED VALUE MANAGEMENT

The contractor shall assist in conducting and participating in Integrated Baseline Reviews (IBRs), Compliance reviews and/or Cost/Schedule Status report reviews. The contractor shall review each WIN-T system contractors' management control systems, interview the contractor's Control Account Managers, and assess compliance with earned value management system EVMS in accordance with DODI 5000.02.

3.6.5 MANPOWER MANAGEMENT

The contractor shall prepare, analyze and update manpower documentation in support of all WIN-T programs. The contractor shall perform analysis of contractor support requirements, along with justification and costs associated with manpower support. The contractor shall track manpower trends/analysis against program funding and provide recommendations to the government.

3.7 ANTICIPATED LEVEL OF EFFORT

The government anticipates the following total level of effort to complete the government's requirements:

Base Year: 105,355 hours

First Option Period: 115,890 hours

Second Option Period: 127,479 hours

4.0 DELIVERABLES AND REPORTS

The following summarizes the expected deliverables and reports:

- Task Plan (includes milestones) thirty days after award of task order,
- Task Plan Updates ten days after approval of update by COR,
- Summary of In-Process Reviews (IPR) one day following IPR,
- Monthly Status Reports three days after end of each month,
- Conferences/Working Groups/Trip Reports seven days after completion of travel,
- Briefings, plans, technical reports, and other documentation as required

4.1 REPORTS

In addition to the requirements described in Section 3, the contractor shall provide the following deliverables and reports:

- Monthly Status Reports (MSRs);
- The contractor shall bring problems or potential problems affecting performance to the attention of the COR and Army PM as soon as possible. Verbal reports will be followed up with written reports to the COR or Army PM;
- The contractor shall notify the KO, COR, Army and GSA PM when 75% of the obligated funds on the task have been expended.

4.2 DELIVERY INSTRUCTIONS

One copy of each report will be submitted to the COR. The contractor shall deliver each report in a mutually agreed to format. Deliverables are to be transmitted with a cover letter, on the contractor's letterhead, describing the contents. Concurrently, a copy of each report shall be delivered/submitted no later than the 15th of each month to cognizant personnel. A distribution list of government personnel requiring reports shall be provided to the contractor after award.

5.0 INSPECTION AND ACCEPTANCE

Only the COR, his designated alternate, or the Army PM has the authority to inspect, accept, or reject all deliverables. Final acceptance of all deliverables will be provided in writing, or in electronic format, to the KO, COR and Army PM within thirty (30) days from the end of the task order.

In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected in accordance with all specifications stated in the PWS. The acceptance of deliverables and satisfactory work performance required herein shall be based on the timeliness and accuracy of the service requested.

The contractor shall be notified of the COR's and Army PM's findings within five work days. If the deliverables are not acceptable, the COR or Army PM will notify the KO.

5.1 UNSATISFACTORY WORK

Performance by the contractor to correct defects found by the government as a result of quality assurance surveillance and by the contractor as a result of quality control, shall be in accordance with FAR 52.212-4(a). The COR will monitor compliance and report to the KO and GSA PM.

6.0 GOVERNMENT FURNISHED ITEMS

The offeror shall specifically identify in its quote the type, amount, and time frames required for any government resources, excluding those listed below:

The government will provide the following:

- Initial familiarization/orientation will be provided by the User Agency.
- Standard Operational Procedures, regulations, manuals, texts, briefs and other materials associated with the project and the hardware/software noted throughout this PWS will be available to the contractor at the place of performance.
- Mutually agreed on office space, supplies, equipment.
- Government Owned Vehicles, as needed, in accordance with all applicable federal rules and regulations.

7.0 CONTRACTOR FURNISHED MATERIALS

Materials are to be provided by the contractor when essential to the performance of this PWS and specifically approved by the government, not to exceed the ceiling amount identified in the agreed upon price for each period of performance. All materials purchased by the contractor for the use or ownership of the government, becomes the property of the government.

The offeror shall itemize any known materials, including ODCs, in the quote for evaluation purposes as per FAR 52.212-4(e) and (i)

8.0 CONTRACTOR MANPOWER REPORTING APPLICATION

The Office of the Assistant Secretary of the Army (Manpower & Reserve Affairs) operates and maintains a secure Army data collection site where the contractor will report all contractor manpower (including subcontractor manpower) required for performance of this contract. The contractor is required to completely fill in all the information in the format using the following web address "<https://contractormanpower.army.pentagon.mil>". The required information includes:

- (1) Contracting Office, Contracting Officer, Contracting Officer's Technical Representative;
- (2) Contract number, including task and delivery order number;
- (3) Beginning and ending dates covered by reporting period;
- (4) Contractor name, address, phone number, e-mail address, identity of contractor employee entering data;
- (5) Estimated direct labor hours (including sub-contractor);
- (6) Estimated direct labor dollars paid this reporting period (including sub-contractor);

- (7) Total payments (including subcontractor);
- (8) Predominant Federal Service Code (FSC) reflecting services provided by contractor (and separate predominant FSC for each sub-contractor if different);
- (9) Estimated data collection cost,
- (10) Organizational title associated with the Unit Identification Code (UIC) for the Army Requiring Activity (the Army Requiring Activity is responsible for providing the contractor with its UIC for the purposes of reporting this information);
- (11) Locations where contractor and sub-contractors perform the work (specified by zip code in the United States and nearest City, Country, when in an overseas location, using standardized nomenclature provided on website);
- (12) Presence of deployment or contingency contract language, and,
- (13) Number of contractor and sub-contractor employees deployed in theater this reporting period (by country).

As part of its submission, the contractor will also provide the estimated total cost (if any) incurred to comply with this reporting requirement. Reporting period will be the period of performance not to exceed 12 months ending September 30 of each government fiscal year and must be reported by 31 October of each calendar year.

9.0 ORGANIZATIONAL CONFLICT OF INTEREST

All functions related to acquisition support shall be on an advisory basis only. Please be advised that since the awardee of this task order will provide systems engineering, technical direction, specifications, work statements, and evaluation services, some restrictions on future activities of the awardee may be required in accordance with FAR Subpart 9.5.

Contractor personnel shall be required to sign a non-disclosure statement when applicable.

10.0 CONTRACTOR PERSONNEL

10.1 SUPERVISION OF CONTRACTOR PERSONNEL

Contractor supplied personnel are employees of the contractor and under the administrative control and supervision of the contractor. The contractor, through its personnel, shall perform the tasks prescribed herein. The contractor shall select, supervise, and exercise control and direction over its employees under this task order. The contractor shall not supervise, direct, or control the activities of government personnel or the employees of any other contractor. The government shall not exercise any supervision or control over the contractor's personnel in the performance of contractual services under this task order. The contractor is accountable to the government for the actions of its personnel. In the event that the performance of assigned contractor personnel or any substitute(s) is determined by the government to be unsatisfactory at any time during the life of the task order, the Government reserves the right to request and receive satisfactory personnel replacement within five business days of receipt by the contractor of written notification. Notification will include the reason for requesting replacement personnel. Replacement personnel must have the same minimum qualifications, additional

specialized or specific experience and meet any applicable security requirements identified in this task order.

10.2 STANDARDS OF CONDUCT AND RESTRICTIONS

The contractor shall adhere to the same professional and ethical standards of conduct required of Government personnel. The contractor and its employees shall not:

- a) Discuss with unauthorized persons any information obtained in the performance of work under this task order;
- b) Conduct business, other than that which is covered by this task order, during periods paid by the government;
- c) Conduct business not directly related to this task order on government premises;
- d) Use computer systems and/or other government facilities for company or personal business; and
- e) Recruit on government premises or otherwise act to disrupt official government business.

11.0 RECORDS/DATA

Records and data shall be documented in deliverable reports (electronically). Any databases/code shall be delivered electronically and become the sole property of the government.

All deliverables become the sole property of the government. The government, for itself and such others as it deems appropriate, will have unlimited rights under this task order to all information and materials developed under this contract and furnished to the government and documentation thereof, reports and listings, and all other items pertaining to the work and services pursuant to this agreement including any copyright. Unlimited rights under this task order are rights to use, duplicate, or disclose data, and information, in whole or in part in any manner and for any purpose whatsoever without compensation to or approval from the contractor. The government will at all reasonable times have the right to inspect the work and will have access to and the right to make copies of the above-mentioned items. All digital files and data, and other products generated under this contract, shall become the property of the government.

12.0 TASK ORDER ADMINISTRATION INFORMATION

12.1 INVOICE FORMAT AND ACCEPTANCE

The contractor shall submit once a month an invoice for the previous month's accepted services and deliverables. To be considered a proper invoice, the following information shall be included:




- (i) Name and address of the Contractor;
- (ii) Invoice date and number;

- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.

The contractor shall include the following statement on all invoices submitted for payment: “The costs and prices contained within this invoice do not exceed the allowable costs/prices of the task order.”

The contractor shall ensure that all invoices are accepted by the COR before submitting the invoice for approval and payment in ITSS. Invoices shall only contain awarded labor categories and materials as identified in its offer. The contractor shall email the COR the invoice for review and acceptance prior to uploading the invoice in ITSS. The COR will respond with the following statement: “I, *printed name of COR*, have verified that in a satisfactory manner the items identified have been received and/or the services have been rendered and I take no exception to this invoice.” Instructions for submitting proper invoices and COR acceptance for payment are as follows:

Step	Action	Result
1	If you are already at the Interface page, skip to step 3.	
2	<p>If you have not already done so, access the IT-Solutions Shop Home page and log into the system. For additional instructions, see How To Log Into ITSS.</p> <p>If you are already logged in, click on the banner at the top of the form to automatically return to the Interface page.</p>	The Interface page appears.
3	Click on the Create Support Docs link.	The "Support Documents" page appears listing the orders awarded to your company.
4	<ul style="list-style-type: none"> In the list, highlight the Order ID number of the order on which you need to submit an invoice. You can also type the Order ID into the Find a Specific Order box and click on the 	<ul style="list-style-type: none"> The Order ID will appear at the top of the list.

	Go button.	
5	In the << Select Support Document >> drop down menu select Acceptance Information .	
6	Click on the Create button. 	An "Acceptance Information" form appears.
7	Enter the Date Delivered . This field indicates the date that the goods were delivered on or the last day of the month of service.	
8	If you are attaching a file containing the invoice to the form, check the Invoice Attached box.	
9	If you checked the Invoice Attached box in the previous step, enter the invoice number in the Invoice Number field.	
10	If you are not attaching a file, the description of the goods and/or labor supplied should be entered in the Detailed Comments text box, as well as any other miscellaneous remarks you may want to add.	
11	Enter the dollar amount of the Amount Delivered in the corresponding field. Labor will be visible if this was a Project order. Commodities will be visible if this was a Commodities order. For a mixed accrual order, you will see both fields. Enter the dollar amount to be invoiced for each.	
12	Click on the Attach Files icon to attach an invoice or any other supporting documents as necessary.  See the Related Tasks section above for more help on attaching files to a form.	If you attached any files, links to those files appear under the File Attachments section.
13	Click on the Submit button. 	If any of the required fields (marked with yellow dot) are left blank, an error message will prompt you to return to the form to complete it. Otherwise, a small separate window opens asking you: "Are you sure you want to submit this Acceptance

		Information document?"
14	Click on OK to submit the request for acceptance of the invoice.	
What's Next?	<p>Email will be sent to the client informing him or her that an "Acceptance Information" form has been submitted for review.</p> <p>The client or the GSA Customer Service Rep (CSR) will log onto ITSS, edit your "Acceptance Information" and enter whether the invoice and the amounts are accepted, rejected, or partially accepted. At this point, you will be sent an email and the status of the document will be updated to "Accepted", "Rejected", or "Partially Accepted."</p> <p>If accepted or partially accepted, the Acceptance Information will be sent to Ft. Worth with your invoice for payment.</p> <p>If rejected, contact the CSR listed on the order to resolve the issue.</p>	

12.2 INVOICE SUBMISSION

It is preferred that the contractor submit invoices electronically. The contractor shall choose the electronic method (1) or the hard copy method (2) below, not both. Procedures (3) and (4) are mandatory. Invoice processing shall be accomplished as follows:

(1) Submit Electronic Invoice to GSA's Finance Division in Kansas City, MO.

The contractor shall sign up for electronic invoice submittal using "Vendor Express" on the GSA Finance website at www.finance.gsa.gov. The Contractor shall be required to request a password in order to submit their invoice to GSA Finance. The GSA Finance Customer Service center can be reached by calling 816-926-7287 or by visiting their web site at www.finance.gsa.gov.

or

(2) Send Original Invoice To: (This is optional. The Finance Division does not require hardcopies.)

General Services Administration
Finance Operations and Disbursement Branch (BCEB)
P. O. Box 219434
Kansas City, MO 64121-9434
Mark Invoice: ORIGINAL

(3) The contractor shall attach one copy of each invoice along with the government's acceptance document to the "Acceptance Info" of this order at: <http://web.itss.gsa.gov/>. Failure to do so shall result in the rejection of the invoice.

(4) Unless otherwise specified in this delivery order, the contractor shall forward all originals of

correspondence requiring signature to the Contracting Officer at the address in Section 1.13 of the RFQ.

12.3 FINAL INVOICE AND RELEASE OF CLAIMS

Prior to remittance of full and final payment to the contractor, the contractor shall release the government of all claims. The contractor shall complete, execute, and submit a Release of Claims, whereby the contractor releases the government of all claims at the time of submission of its final invoice. Failure to submit a Release of Claims (Attachment C) shall be grounds for rejection of the contractor's final invoice.

12.4 CLOSEOUT PROCEDURES

It is the intention of the government to perform closeout procedures of this task order in accordance with FAR Section 4.804. The contractor agrees to perform those functions necessary to support the closeout process in a timely manner. As part of the closeout process, the contractor shall submit a Contractor Closeout Certification (Attachment D) within thirty calendar days after receipt of final payment.

NOTE: IF ANY OF THE REQUIRED INVOICING INFORMATION IS ABSENT FROM AN INVOICE, GSA WILL REJECT THAT INVOICE.

12.5 LIMITATION OF FUNDS

It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 60 days, if added to all other payments and costs previously accrued, will exceed 75 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during the performance of this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performance of this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

The Government will not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer notifies the Contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

13.0 QUALITY ASSURANCE SURVEILLANCE PLAN MATRIX

The contractor's performance during the life of the task order will be monitored by the government in accordance with the Quality Assurance Surveillance Plan (QASP) or by other methods deemed appropriate and necessary. The QASP can be amended by the government at any time during the life of the task order as it deems necessary.

It is the contractor's responsibility to ensure all requirements meet the government's standards and criteria for acceptance and acceptable quality levels. The contractor, and not the government, is responsible for management and quality control actions to meet the terms and conditions of the task order. The role of the government in quality assurance is to assess contractor performance and to evaluate whether performance standards are achieved. The government will ensure this responsibility has been met before payment is made to the contractor. All deliverables shall be submitted on time as set forth in the task order. Services shall be provided in accordance with best practices, in a responsive, knowledgeable, timely and professional manner. Materials shall be furnished in new condition, with all original manufacturers' warranties in effect at the time of delivery. Government Furnished Equipment and property shall be returned in the condition it was provided. Damaged or unserviceable equipment and property shall be brought to the attention of the COR for final disposition.

The government will include, no less than once every year, its evaluation of the contractor's performance in the Contractor Performance Assessment Reporting System (CPARS) at <http://www.cpars.csd.disa.mil/cparsmain.htm>.